The Annual Quality Assurance Report (AQAR)
Year 2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Hindu College

1.2 Address Line 1

> Dhab Khatikan

Address Line 2

>

City/Town

> Amritsar

State

> Punjab

Pin Code

> 143001

Institution e-mail address

> principalhca@gmail.com

Contact Nos.

> 0-9464438515

Name of the Head of the Institution:

> Dr. P.K. Sharma

Tel. No. with STD Code:

> 0183-2547147

Mobile:

> 0-9464438515

Name of the IQAC Co-ordinator:

> Dr. Abhishek Aggarwal

Revised Guidelines of IQAC and submission of AQAR

Mobile:

0-9417533100

IQAC e-mail address:

hinducollegeiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879): PBCOGN13843

1.4 Website address:

WWW.HINDUCOLLEGEAMRITSAR.IN

Web-link of the AQAR: ???????

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity. Period
1	1st Cycle	B	2.82	2009	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :

10/07/2011

1.7 AQAR for the year *(for example 2010-11)*

2016-17

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC *((for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i. AQAR _____ _____ (DD/MM/YYYY)4
    ii. AQAR_____ _____ (DD/MM/YYYY)
    iii. AQAR_____ _____ (DD/MM/YYYY)
    iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women ☐

        Urban [√]   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

      Grant-in-aid + Self Financing [√]   Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management [√]

Others   (Specify) [   ]

1.11 Name of the Affiliating University *(for the Colleges)*   Guru Nanak Dev University, Amritsar

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [---]

University with Potential for Excellence   [---]   UGC-CPE   [---]

DST Star Scheme   [---]   UGC-CE   [---]

UGC-Special Assistance Programme   [---]   DST-FIST   [---]

UGC-Innovative PG programmes	---	Any other (*Specify*)	---
UGC-COP Programmes	---		

2. IQAC Composition and Activities

2.1 No. of Teachers

`06`

2.2 No. of Administrative/Technical staff

`01`

2.3 No. of students

`Nil`

2.4 No. of Management representatives

`Nil`

2.5 No. of Alumni

`Nil`

2. 6 No. of any other stakeholder and community representatives

`01`

2.7 No. of Employers/ Industrialists

`Nil`

2.8 No. of other External Experts

`Nil`

2.9 Total No. of members

`10`

2.10 No. of IQAC meetings held

`02`

2.11 No. of meetings with various stakeholders: No. `---` Faculty `04`

Non-Teaching Staff Students `04` Alumni `01` Others `Nil`

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☑

If yes, mention the amount `NA`

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. `2` International ☐ National `1` State ☐ Institution Level ☐

(ii) Themes

1) Radiation detection and measurement RDM-2017
2) Hindi ki Vaishvik Bhumika

2.14 Significant Activities and contributions made by IQAC

The IQAC ensures the introduction of atmosphere conducive to Teaching-Learning by interacting regularly with the students and by generating feedback, which is then discussed at length and suggestions for improvement incorporated. This assures that students find all facilities they desire in campus. The IQAC also looks after the research in the college. All faculty members are duly informed of refresher courses/GOCs and Seminars etc being organized so that they can participate in them. They are also exhorted to take up research oriented work. The IQAC also takes care of the promotion of teachers from one stage to another.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Discussion of syllabus with all the Heads of the departments at the beginning of each academic session	The syllabus is always completed and revised in some cases in time.
The IQAC generates a program for all the activities of the year.	Celebration of all prominent days like Women's Day, Cleanliness Drive, Martyrdom day of many freedom fighters
Promotion of Teachers	Teachers' cases of promotion are checked and verified
Preparation of Academic Calendar	House Tests and special tests were conducted according to schedule

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken: Nil

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	04		03	
UG	11		08	
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	16		12	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [√]   Students [√]
   (On all aspects)

   Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

Feedback is received from the various stakeholders on a regular basis and ideas are generated from it for the enhancement of the all the activities of the institution.

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

   Syllabus, revised or otherwise, is received from the University and duly incorporated in the college.

The institution does not prepare syllabus of its own for any course.

1.5 Any new Department/Centre introduced during the year. If yes, give details.
   No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	18	17		1-Principal 1-Librarian

2.2 No. of permanent faculty with Ph.D. | 09 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors Principal		Others		Total	
R	V	R	V	R	V	R	V	R	V
18		18			1		1		38

2.4 No. of Guest and Visiting faculty and Temporary faculty | --- |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	6	---
Presented papers	12	23	1
Resource Persons	---	4	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

All the departments of the college strive to make the teaching-learning process interesting and innovative. They make use of computers, internet and related paraphernalia to use audio-visual aids and slides.

2.7 Total No. of actual teaching days during this academic year   185 app.

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: 04

2.10 Average percentage of attendance of students   75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	55		4	5		
B. Sc. (Medical)	11		4	1		
B. Sc. (Non-med)	10		3	3		
B. Sc. (Comp. Sci.)	16		-	1		
B. Sc. (Eco.)	13		6	3		
BCA	30		10	9		
B. Sc. IT	10		2	-		
B. Com. (Regular)	57		20	18	1	
B. Com. (Prof.)	28		3	19		
BBA	15		1	10		
BMM	8	3	2	-		
M.Sc. (Math)	48		12	7		
MA (Eco)	10		5	4		
MA (C. Sc.)	11		9	1		
M. Com.	39		29	3		
PGDCA	12	4	2	-		

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC concerns itself with the process of monitoring the Teaching-learning process. It also ensures that remedial and special classes are held regularly. It also ensures effective implementation of discipline in the college.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	4

Summer / Winter schools, Workshops, etc.	04
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	05	---	---
Technical Staff	08	01	---	---

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

   * Faculty is encouraged to undertake research projects, attend Conferences, Seminars etc.

   for the development and enhancement of knowledge base.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	---	---	---	---

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	---	---	---	---

3.4   Details on research publications

	International	National	Others
Peer Review Journals	35	1	
Non-Peer Review Journals	1	5	
e-Journals			
Conference proceedings	2	1	

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☑

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---			
Minor Projects	---			
Interdisciplinary Projects	---			
Industry sponsored	---			
Projects sponsored by the University/ College	---			
Students research projects (other than compulsory by the University)	---			
Any other(Specify)	---			
Total	---			

3.7 No. of books published   i) With ISBN No. | 16 | Chapters in Edited Books | |

ii) Without ISBN No. | --- |

3.8 No. of University Departments receiving funds from

UGC-SAP | --- | CAS | --- | DST-FIST | --- |

DPE | --- | DBT Scheme/funds | --- |

3.9 For colleges   Autonomy | --- | CPE | --- | DBT Star Scheme | --- |

INSPIRE | --- | CE | --- | Any Other (specify) | --- |

3.10 Revenue generated through consultancy | --- |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	00	---	---	---
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons | Nil |

3.13 No. of collaborations   International | --- | National | --- | Any other | --- |

3.14 No. of linkages created during this year | --- |

3.15 Total budget for research for current year in lakhs : 2 lakhs app.

From Funding agency | | From Management of University/College | |

Total | |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	---
International	Applied	---
	Granted	---
Commercialised	Applied	---
	Granted	---

3.17 No. of research awards/ recognitions   received by faculty and research fellows
   Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution | --- |
   who are Ph. D. Guides
   and students registered under them | --- |

3.19 No. of Ph.D. awarded by faculty from the Institution | --- |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | --- | SRF | --- | Project Fellows | --- | Any other | --- |

3.21 No. of students Participated in NSS events:

University level | 40 | State level | |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | 24 | State level | |

National level | | International level | |

3.23 No. of Awards won in NSS:

University level | 01 | State level | --- |

National level | --- | International level | --- |

3.24 No. of Awards won in NCC:

University level | -- | State level | -- |

National level | -- | International level | -- |

3.25 No. of Extension activities organized

University forum ☐   College forum ☐

NCC ☐   NSS ☐   Any other ☐

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The NCC wing organized Blood Donation Camp
- The wing also organized a rally on Cleanliness

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.5acres			
Class rooms	30	02	LAPD	32
Laboratories	09			
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others: 1. Sports Hall		01	UGC/ College Mngt. fund	01
1. Auditorium	01	01	UGC/College Mngt.fund	02

4.2 Computerization of administration and library: Orbit Technologies

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	871	257354				
Reference Books	--					
e-Books	---					
Journals	18					
e-Journals	---					
Digital Database	---					
CD & Video	---					
Newspapers	16					
Magazines	32					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	157	7	157	157	7	4	15	02 (Lib)
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	157	7	157	157	7	4	15	02

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet facility through computers and wi-fi is made available to teachers at all time and to students during their practical sessions. Short term courses for familiarity with computers and net were organized for the Non-teaching faculty. Seminars are also organized for the enhancement of students' and teachers' technology updation.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   [   ]

   ii) Campus Infrastructure and facilities   [   ]

   iii) Equipments   [   ]

   iv) Others   [   ]

Total :   744.51

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC shares information with all the students pertaining to academia through notice boards etc.

The Placement Cell invites companies for campus recruitment and ensures that all students sit for the test.

The students are also made aware about the Remedial classes.

5.2 Efforts made by the institution for tracking the progression

Regular feedback is invited from the stakeholders and duly shared and acted on.

Regular tests are conducted and the result shared with all the stakeholders.

The Placement Cell manages data of placements made during the year and ensures that the practicality of courses enables the students to secure jobs.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
		---	---

(b) No. of students outside the state

2

(c) No. of international students

Men

No	%
Nil	

Women

No	%
Nil	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1022	336		91	2	1449	890	382	2	136	4	1408

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries

210

5.5 No. of students qualified in these examinations

NET	3	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

No. of students benefitted

220

5.7 Details of campus placement

On campus				Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed		Number of Students Placed

5.8 Details of gender sensitization programmes

The college, with the guidance of the IQAC, celebrates International Women's Day every year. The college also organizes seminars and lectures aimed at gender sensitization. The Women Grievance Cell also ensures that gender sensitization is prevalent in the college and integrated in all disciplines. The Sexual Harassment Cell provides guidance against harassment. Instances of eve teasing, if any, are dealt with severely.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [20]   National level [09]   International level [ ]

No. of students participated in cultural events

State/ University level [　] National level [　] International level [　]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [08] National level [　] International level [　]

Cultural: State/ University level [　] National level [　] International level [　]

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	260	20 lakhs
Financial support from government	16	02 lakhs
Financial support from other sources	10	30,000/
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level [　] National level [　] International level [　]

Exhibition: State/ University level [　] National level [　] International level [　]

5.12   No. of social initiatives undertaken by the students   [05]

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Hindu College, established in 1924, has always dedicated itself to the goal of spreading holistic education for students from all walks of life, all strata of society. The vision of the college is to make the maximum number of our young generation literate in all senses of the word. This goal, integrated and integral to all activities of the college, encompasses social consciousness, moral responsibility, gender sensitization etc.

Mission: Since Hindu College has always been a co-educational institute, it is the mission of the institute to give to the society empowered men and women who firmly believe in gender equality. It is also the mission of the college to take education to the maximum number of students, irrespective of financial status, race, caste etc. we also ensure that our graduates are empowered with knowledge to find and make their place in the world.

6.2 Does the Institution have a management Information System

Since the focus today is on technology, it is the aim of the college to make our students and faculty computer and internet literate. All facilities are provided to students to enhance their computer knowledge. The college has 5 computer related laboratories, equipped with the latest hardware and software which is shared with all concerned.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Since the college does not draft any syllabus and is received from the university, there is no strategy in place for curriculum development. But suggestions are forwarded to Heads of departments of the university.

6.3.2 Teaching and Learning

* Use of technology and other teaching aids in teaching

* Smart classrooms

* Remedial classes

* Feedback system

* Well equipped library and laboratories

* Educational trips to places relevant to respective classes and courses

6.3.3 Examination and Evaluation

* House and class tests are regularly held

* Evaluation is through and transparent in nature

* Papers are thoroughly discussed with the students after the exams and evaluation

6.3.4 Research and Development

* Faculty members regularly attend Seminars, conferences, Workshops etc.

*They present and publish research papers in conferences and journals.

* They are encouraged to take up research projects to enroll themselves for Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

* Separate Common rooms for boys and girls

* New washrooms for girls was constructed

* Labs upgraded

6.3.6 Human Resource Management

* The new faculty employed is familiarized with the policies and functioning of the college

* Faculty is encouraged to participate in research based activities

6.3.7 Faculty and Staff recruitment

* Faculty is recruited every year according to requirement

* Faculty is selected on the basis of merit, in accordance with the stipulated guidelines

6.3.8 Industry Interaction / Collaboration

The Various departments of the college organize regular trips to industries etc for enhancement of their practical knowledge

6.3.9 Admission of Students

* Admission to various courses is done on merit basis.

* Students are oriented regarding the courses best suited to their aptitude

6.4 Welfare schemes for

* Teaching Staff: Free education is available for wards of teaching and non-teaching staff members.

* Free medical Facility is available through the college dispensary.

* Group insurance is available for eligible staff members

* Scholarships and freeships is available for students belonging to SC/ST/OBC as eligible.

* Book bank is available for meritorious students

* Huge discounts in fees for students who attain position in education, sports etc.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes [√]   No [   ]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management	Yes	IQAC
Administrative	No	No	Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes [   ]   No [√]

For PG Programmes   Yes [   ]   No [√]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

University has introduced semester system in all courses.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The university encourages colleges to go for autonomy

6.11 Activities and support from the Alumni Association

Interaction with staff and students.

Alumni functions are held wherein the alumni meet students and share their experiences with students

6.12 Activities and support from the Parent – Teacher Association

Parents are continuously kept in touch with the staff members regarding the progress of their wards through Parent-Teacher meetings.

6.13 Development programmes for support staff

Free Education is provided for wards of students

6.14 Initiatives taken by the institution to make the campus eco-friendly

Rain water harvesting is practiced.

Vermi-composting is also practiced

Trees are planted

Waste is disposed scientifically

and submission of AQAR

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- E-governance introduced in the college for enhanced transparency, reduced waste. The use of paper has been reduced where possible. Notices for the teaching staff are circulated via SMSs in the group exclusive to them.
- Smart boards are used in labs.
- Electronic notice board has been installed outside the college to share general information pertaining to admission, rules etc. with the public
- Many scholarships and freeships are available to students from economically backward classes. This encourages maximum inclusion from the public and encourages enrolment and interest in education.
- Internet connectivity has been provided to all departments. This facility inculcates interest in research as the latest information regarding education, rules, research is always available at the press of a button.
- Students Welfare Fund aids students who are hard pressed to meet the expenses of education. This fund is managed by the Staff members and they consider each case carefully and then accord help according to the requirement.
- The college functions in a completely transparent manner. All information is available at all times to those who require it.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- E-governance was successfully introduced in the college
- Rain water harvesting was started
- Vermi-composting was also started
- Students Welfare Schemes were initiated.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

* E-governance in the office

* Financial and other aids to students

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

* Rain water harvesting is practiced.

 * Vermi-composting is also practiced

* Trees are planted

* Waste is disposed scientifically

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

* Improvement of infra structure

* Introducing new courses.

* Free books to meritorious students

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Annexure I